

JOB OPPORTUNITY



AMERICAN EMBASSY KINSHASA

An Equal Opportunity Employer

Human Resources Office, 498 Ave Lukusa, Kinshasa

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ANNOUNCEMENT NUMBER: 14-58

OPEN TO: All interested candidates
POSITION: **USAID Project Development Specialist (Education), FSN-4005-11; FP-4**
OPENING DATE: September 18, 2014
CLOSING DATE: October 8, 2014
WORK HOURS: Full-time; 40 hours/week
SALARY: **Ordinarily Resident (OR):** FSN-11
Not-Ordinarily Resident (NOR):
(Position Grade: FP-4) To be confirmed by Washington

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Kinshasa is seeking an individual for the position of Project Development Specialist (Education) in the Education Office at USAID.

BASIC FUNCTION OF POSITION

The Senior Education Program Manager will serve as the highest-ranking FSN in the Education Office, provide high-level technical and policy advice, represent USAID to senior Government of DRC officials, and oversee up to three activities valued between \$15 and \$100 million each. S/he may serve as the Acting Team Leader in the absence of the Team and Deputy Leaders. The incumbent will have representational functions for the EDU Office and USAID/DRC, and assist with sector analysis, monitoring & evaluation, strategy development and reporting. On a regular basis, s/he interacts with the Program, Assistance and Acquisition, and Financial Management Offices, other Technical Offices, the U.S. Embassy, donors, government and civil society counterparts, implementing partners, and the Education Office at USAID headquarters in Washington, DC.

A copy of the position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

Education: An undergraduate degree in a specialty related to education, international development, and/or institutional capacity building is required.

Experience: At least five years of experience in the formal or non-formal education sectors. This experience and knowledge is essential in order to effectively manage USAID-funded projects and advise the Education Team and Deputy Team Leaders, Mission stakeholders, GDRC, and other donors on matters pertaining to the sector. Experience must include three years of progressive responsibility at junior and middle levels in program/project management of education sector programs with a proven track record of key accomplishments in working with government or community institutions. Experience should include program management and evaluation as well as strategic planning and analysis in the context of a developing country. The position requires a combination of managerial, technical, and analytical, abilities combined with the demonstrated ability to manage resources, programs, and people.

Language Proficiency: Level IV (Fluency) oral and written English and French ability is required to be able to communicate quickly, clearly and concisely.

Knowledge: Knowledge of developing country education systems required, S/he should have technical background in several of the following: education sector policy reform, early reading, early childhood education, girls' education, French as a second language, teaching, curriculum development, community participation and development, education information systems, equity in education, building the capacity of NGOs to support education, and/or project management. Must also be proficient in word processing and spreadsheet applications. S/he must know how to use the internet for research..

Skills and Abilities: Must be able to develop and maintain an extensive range of professional contacts in both public and private sectors. S/he must be able to gather, organize, analyze and evaluate complex data and information for detailed reports. S/he must be able to exercise professional judgment and acumen in actively participating in planning, management, and implementation of mission activities. S/he must have excellent English communications skills, be articulate and well-spoken, and have excellent English report writing skills. S/he must be able to cooperate with other education team members while showing leadership in advising other team members regarding important issues, effective approaches, and appropriate strategies for achieving an activity's desired results. S/he must be free to travel occasionally (at least four weeks total per year) outside Kinshasa and be willing and able to adapt to new situations and learn new skills and information that will ensure greater effectiveness.

Ability to:

- Assume administrative, technical, and financial management responsibility for technical programs;
- Provide technical guidance and management oversight to implementing partners in a constructive, team-oriented manner;
- Prepare documents, budgets, and reports using MS Office software (Word, EXCEL, and PowerPoint).

SELECTION CRITERIA

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule. The candidate must be able to obtain and hold security clearance.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered: Application for U.S. Federal Employment, [DS-174 - Job Application Form](#) or

1. A current resume or curriculum vitae that provides the same information as a DS-174;
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

DEFINITIONS

1. AEFM: A U.S. citizen, at least 18 years of age, who is eligible for employment on a Family Member Appointment (FMA) provided s/he::
 - Is listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority.
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFM's and EFM's of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

The US Mission is an equal opportunity employer.

CLOSING DATE: October 8, 2014

Drafted: HR: WBULU

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